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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

*To improve health  
through leadership,  
service and education*



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**ADDENDUM NO. 2  
TO REQUEST FOR PROPOSALS  
FOR HOUSEKEEPING SERVICES**

This Addendum Number 2 to the Request for Proposal (RFP) for Housekeeping Services HS1030 provides the following information and has been posted on the DHS Contracts and Grants Website at:

<http://cg.dhs.lacounty.gov>

1. The information for Paragraph 2.3, RFP Timetable has been revised as follows:

- Mandatory Facility Site Visits .....05/20/10 through 05/28/10
- Written Questions Due.....06/03/10 by 12:00 p.m. (Noon), Pacific Standard Time (PST)
- Questions and Answers Released ...06/14/10
- **Proposals due by 12:00 p.m. (Noon), Pacific Standard Time (PST)... 06/21/10**

2. The information for Paragraph 2.5, Proposers' Questions has been revised as follows (Note revision in bold):

Proposers may submit written questions regarding this RFP by mail, fax or e-mail to the individual identified below. All questions must be received by **June 03, 2010, by 12:00 P.M. (Noon), Pacific Standard Time (PST)**. All issues raised in submitted questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the subject of the question can be quickly found in the RFP. County reserves the right to consolidate similar questions when providing answers.

Questions should be addressed to:

Tryphenia Funches, Contract Analyst  
County of Los Angeles  
Department of Health Services, Contracts & Grants  
313 North Figueroa Street, 6<sup>th</sup> Floor East  
Los Angeles, CA 90012  
Fax #: (213) 250-2958  
e-mail address: tfunches@dhs.lacounty.gov

3. The information for **Paragraph 2.7, Mandatory Proposers Conference and Site Visits** has been revised as follows (Note revisions in bold):

A Mandatory Proposers' Conference will be held to discuss the RFP and Living Wage Requirements. County staff will respond to questions from potential Proposers. All potential Proposers must attend this conference and the Mandatory Facility Site Visits for all the facilities within the Group(s) for which they plan to submit a proposal, or the proposals will be rejected (disqualified) without review and eliminated from further consideration.

The Mandatory Proposer's Conference is scheduled as follows:

Date: May 13, 2010

Time: 2:00 p.m.

Address: County of Los Angeles

Department of Health Services

313 N. Figueroa Street, Auditorium

Los Angeles, CA 90012

**The Mandatory Facility Site Visits schedule and locations are attached and have been posted on the DHS Contracts and Grants Website at:**

<http://cg.dhs.lacounty.gov>

**HOUSEKEEPING SERVICES  
SCHEDULE FOR MANDATORY FACILITY SITE VISITS**

**START (SIGN-IN) AT : 7:30 A.M.  
ESTIMATED RETURN TO COMMERCE TIME: 5:00 P.M.**

**Bus staging area/location:  
DHS Administration-Commerce (See Attached Map)  
5555 Ferguson Drive  
Commerce, CA 90022**

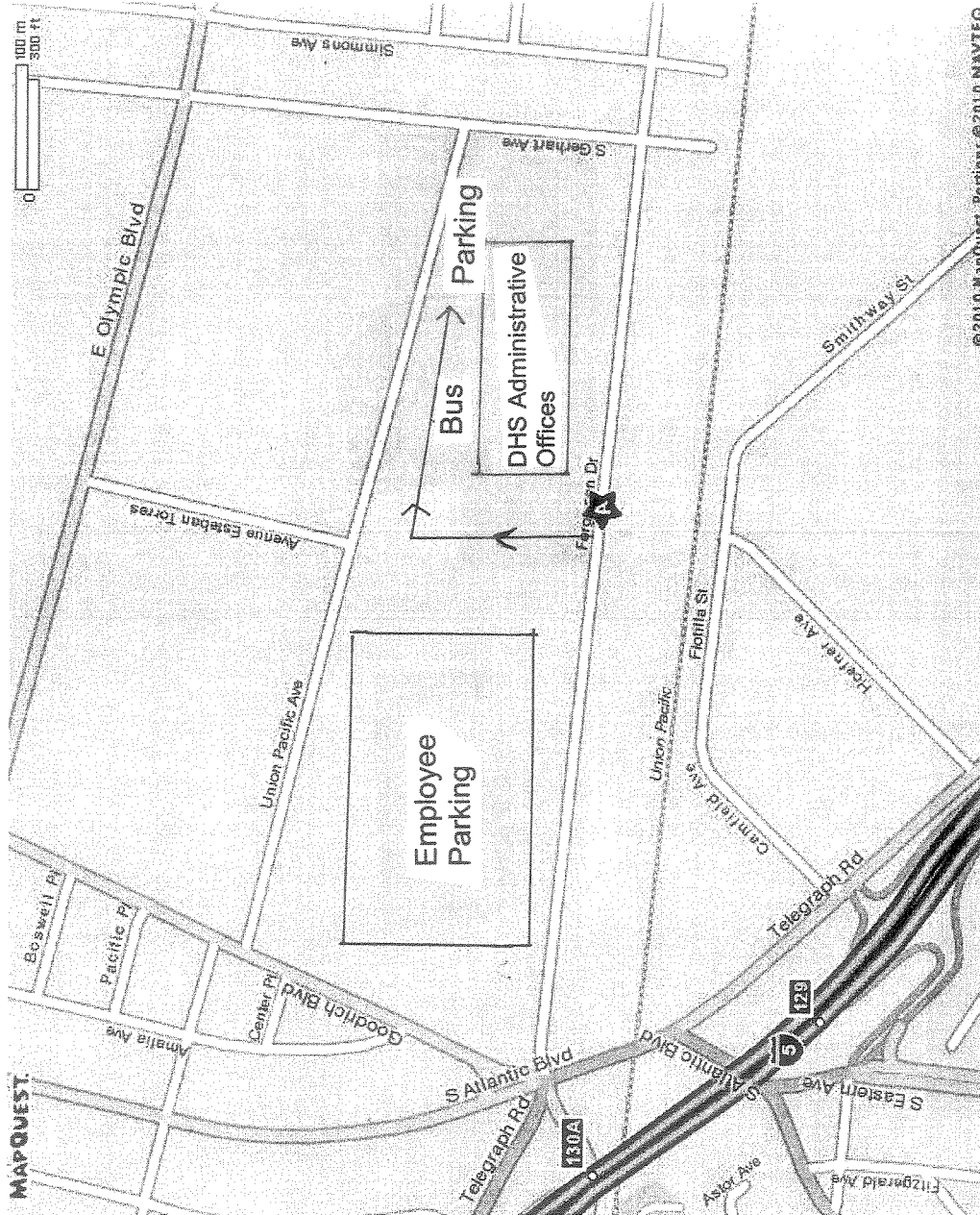
**INSTRUCTIONS**

- 1) Proposers must attend Mandatory Site Visits for the Groups you are proposing on.
- 2) Proposer must sign in when they get on the bus, and sign-in is **Mandatory** for each Facility.
- 3) No individual driving to Facilities (you will not be admitted). Bus tour only due to security requirements. Check in at the bus at 7:30 A.M.
- 4) You will be required at the Facilities to go through security procedures and may be required to wear visitor badges.
- 5) Due to traveling timetables most lunch breaks will be taken on the bus driving between Facilities. Proposer is required to provide their own lunch.
- 6) We will walk through as much as possible within time constraints, some facility areas will be a representation of other areas.
- 7) Wear comfortable clothes and flat shoes (no heels).
- 8) Due to privacy laws, no cameras or recording equipment of any kind allowed.
- 9) Maximum number of people for Site Visits is two (2) per firm due to security and badging issues.
- 10) Questions during the Site Visits need to be addressed to Contracting and Grants Staff.



5555 Ferguson Dr

Commerce, CA 90022-5164



Facility Site Visits Contacts	Name	Telephone
DHS Contract Analyst	Tryphenia Funches	(626) 622-9273
DHS Administrative Offices Building Security Central Lobby	Maria Mendoza Manuel Herrera	(323) 890-7708

## HOUSEKEEPING SERVICES

GROUP 4

## SCHEDULE FOR MANDATORY FACILITY SITE VISITS

<b>DAY 1</b> <b>DATE: <u>5/20/10</u></b>	<b>START (SIGN-IN) AT: <u>7:30 A.M.</u></b> <b>ESTIMATED RETURN TO COMMERCE TIME: <u>5:30 P.M.</u></b>
<b>FACILITY</b>	<b>ESTIMATED ARRIVAL TIME</b>
<b>*DHS FACILITIES</b>	
DHS ADMINISTRATIVE OFFICES-COMMERCE	8:00 A.M.
EL MONTE COMPRESHENSIVE HEALTH CENTER	10:00 A.M.
LA PUENTE HEALTH CENTER	12:00 P.M.
<b>LUNCH BREAK (ON BUS)</b>	1:00 P.M.
<b>FACILITY</b>	<b>ESTIMATED ARRIVAL TIME</b>
<b>*DPH FACILITIES</b>	
WHITTIER PUBLIC HEALTH CENTER	1:30 P.M.
PUBLIC HEALTH LABORATORY AND TRAILER	2:30 P.M.
RUTH TEMPLE HEALTH CENTER	3:30 P.M.
<b>DEPARTURE</b>	4:30 P.M.

\*DHS-Department of Health Services Facilities

\*DPH- Department of Public Health Facilities

## SCHEDULE FOR MANDATORY FACILITY SITE VISITS

DAY 1 DATE: <u>5/21/10</u>	START (SIGN-IN) AT: <u>7:30 A.M.</u> ESTIMATED RETURN TO COMMERCE TIME: <u>5:30 P.M.</u>
FACILITY	ESTIMATED ARRIVAL TIME
<u>*DHS FACILITIES</u>	
HARBOR-UCLA MEDICAL CENTER	8:30 A.M.
LUNCH BREAK(ON BUS)	12:30 P.M.
LOMITA FAMILY HEALTH CENTER	1:30 P.M.
LONG BEACH COMPREHENSIVE HEALTH CENTER	2:30 P.M.
DEPARTURE	4:30 P.M.

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## SCHEDULE FOR MANDATORY FACILITY SITE VISITS

<b>DAY 1</b> <b>DATE: <u>5/24/10</u></b>	<b>START (SIGN-IN) AT: <u>7:30 A.M.</u></b> <b>ESTIMATED RETURN TO COMMERCE TIME: <u>5:30 P.M.</u></b>
FACILITY	ESTIMATED ARRIVAL TIME
<b>*DHS FACILITIES</b>	
OLIVE VIEW-UCLA MEDICAL CENTER	9:30 A.M.
<b>LUNCH BREAK (ON BUS)</b>	12:30 P.M.
MID-VALLEY COMPREHENSIVE HEALTH CENTER	1:30 P.M.
SAN FERNANDO HEALTH CENTER	2:30 P.M.
<b>DEPARTURE</b>	3:30 P.M.
<b>DAY 2</b> <b>DATE: <u>5/25/10</u></b>	
FACILITY	ESTIMATED ARRIVAL TIME
<b>*DPH FACILITIES</b>	
PACOIMA HEALTH CENTER	9:00 A.M.
NORTH HOLLYWOOD HEALTH CENTER	10:30 A.M.
BURBANK HEALTH CENTER	11:30 A.M.
GLENDAL HEALTH CENTER	12:00 P.M.
<b>DEPARTURE (LUNCH BREAK ON BUS)</b>	1:30 P.M.

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## SCHEDULE FOR MANDATORY FACILITY SITE VISITS

<b>DAY 1</b> <b>DATE: 5/26/10</b>	<b>START (SIGN-IN) AT: 7:30 A.M.</b> <b>ESTIMATED RETURN TO COMMERCE TIME: 5:30 P.M.</b>
FACILITY	ESTIMATED ARRIVAL TIME
<u>*DHS FACILITIES</u>	
ACTON HEALTH CLINIC	9:30 A.M.
WARM SPRINGS HEALTH CLINIC	Pictures only
SOUTH VALLEY HEALTH CENTER	10:00 A.M.
LITTLEROCK COMMUNITY CLINIC	11:30 A.M.
LAKE LOS ANGELES COMMUNITY CLINIC	12:00 P.M.
<b>LUNCH BREAK (ON BUS)</b>	12:30 P.M.
ANTELOPE VALLEY HEALTH CENTER	1:00 P.M.
<b>DEPARTURE</b>	3:00 P.M.
<b>DAY 2</b> <b>DATE: 5/27/10</b>	
FACILITY	ESTIMATED ARRIVAL TIME
<u>*DHS FACILITY</u>	
HIGH DESERT HEALTH SYSTEM	9:00 A.M.
<b>DEPARTURE (LUNCH BREAK ON BUS)</b>	1:30 P.M.

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